



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 24.9-DOE

Subject: Free Time In Living Area

supersedes: DYD 13.11

Approved by:

A handwritten signature in cursive script, appearing to read "George M. Hattaway", is written over a horizontal line.

Effective date: 07/01/1990

Authority:

TCA 37-5-106

ACA Standard:

2-9189

- I. APPLICATION: To all youths and employees of Youth Development Center.
- II. POLICY: Each youth shall be permitted access to his/her own room and common living area during individual free time. Any restriction to this right must be documented and reason(s) for denial of the privilege given to the youth.
- III. PROCEDURES:
 - A. Youth will be permitted access to their individual rooms except in unusual circumstances, e.g., lack of sufficient staff during snow storms, special training sessions, flu epidemics or other unexpected situations.
 - B. Even though a group activity is classified as voluntary and falls during what is generally free time, a youth may be required to accompany the group if safety/security reasons dictate.
 - C. The shift supervisor or other person in charge may limit access to any area. When such action is taken, the shift supervisor or designee shall make the proper notations in the appropriate security log(s). Youth will be informed of the decision and the reason(s) determining the final decision.
 - D. In order to maintain safety and security, a supervisor may require that youth obtain permission before going to their rooms.
 - E. Supervisors may require that youth complete routine cleaning duties prior to being allowed to go to their rooms.
 - F. The staff member witnessing a minor violation may limit the youth's access to his/her room and/or common living area when, in the employee's opinion, to limit

access is an appropriate sanction. This will be documented in accordance with the local policy concerning minor violations.

- G. A youth's program staffing team may limit the youth's access to his/her room or the common living area if it finds such limitation to be in the best interest of the youth. This action and the reason(s) therefore shall be noted in the youth's Individual Program Plan (IPP). The team leader shall be responsible for giving the youth a written notice to limit access and ensuring that the youth understands.
- H. If there is evidence that the youth may be a danger to himself/herself or others, the Superintendent or designee may restrict living area access pending a program staffing team decision or physician's orders. In such case, a written notice to limit access shall be required by documentation in the log and the youth's IPP. The program staffing team will meet within a week to review the decision of the Superintendent and make recommendations. Documentation of continued restriction with reason(s) will be reported. In no event should such restrictions continue beyond the time that the youth presents a danger to himself/herself or others.

IV. FORMS: None

**(Note: This Policy Cannot Be Revised Without Prior Permission
of Chancery Court, Davidson County, Nashville, Tennessee.)**